

**Santa Monica Community College District
Personnel Commission**

Accounts Payable Supervisor

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CONCEPT OF THE CLASS

This position supervises the District's Accounts Payable Department.

ESSENTIAL DUTIES

Supervises employees of the Accounts Payable department; participates in new employee selection; assigns works; trains employees; evaluates employee performance

Maintains, prepares and analyzes complex financial records and reports

Responds to questions, requests and problems; answers questions and advises departments and District service operation on status of accounts; provides assistance in the resolution of accounts payable discrepancies and issues

Analyzes, prepares and audits accounts payable records and reports; resolves accounts payable discrepancies; recommends adjustments or amendments to correct current or potential account deficits; checks for coding errors and corrects as necessary

Calculates and prepares transfers of various County and district financial documents; oversee data entry into county systems; communicates with District and County offices to verify accuracy and completeness of records ad reports and to maintain appropriate accounting controls

Assists with annual reports, journal entries from County daily reports; processes transactions needed to clear suspense lists and exception reports; assists with balancing county expenditures and revenues as needed

Communicates and corresponds with various outside sources regarding accounts payable functions; may participate in or assist with reports required by outside agencies

Assures compliance with federal, state, county and district requirements and procedures

Assists Controller with review of policies; makes recommendations regarding accounts payable procedures and processes

Performs other related duties as assigned or requested.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION

Supervision Received:

This position receives direction from the Director of Fiscal Services.

Supervision Exercised

This position exercises general supervision over the Accounting Specialist positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of supervisory procedures and practices including effective recruitment and selection; assigning and delegating work, evaluating performance, motivating employees, training and developing staff, handling grievances and imposing corrective and/or disciplinary action

Knowledge of effective customer service techniques

Knowledge of accounting theories, practices and procedures as they pertain to governmental and college District accounting

Knowledge of application data process used in the maintenance of accounting records and financial administration

Knowledge of accounting and financial terminology

Knowledge of effective office management practices and procedures

Ability to communicate well both orally and in writing

Ability to understand and interpret laws and rules

Ability to use a computerized on-line accounting system

Ability to set priorities, manage time and meet competing deadlines

Ability to analyze situations and adopt an effective course of action

MINIMUM QUALIFICATIONS***Education Requirement:***

Bachelors degree in Accounting, Business Administration, Finance or a closely related field

Experience Requirement:

Two (2) years progressively responsible experience in an accounts payable department, which included at least one (1) year supervising a team of technical accounting positions.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None

WORKING ENVIRONMENT & PHYSICAL DEMANDS***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment.

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to fit, carry, push, or pull up to 25 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Fiscal Services, Business Administration & Human Resources

FLSA Status: Exempt

Personnel Commission Approval Date: 11/02/06

Class History: Established 10/20/98

Revision Date(s): 11/02/06 Hay Study